



Declaration for Contracting the Services of a Self-Employed Worker

The declaration form regarding self-employed worker must be signed by the supported person and the self-employed worker and returned to the practitioner for assurance purposes.

It is essential that self-employed workers provide proof that they are registered as self-employed for tax and insurance purposes.

NameDIRECT PAYMENT RECIPIENT
(please use block letters)

or

Name.....LEGAL REPRESENTATIVE
(please use block letters)

I confirm that I understand it is my responsibility to ensure I contract only with persons who meet the HMRC criteria and I have the following paperwork in place:

- A copy of the Service Agreement or Service Provision Contract (terms and conditions) detailing how much the worker is charging, responsibility for their own training and equipment;
- A copy of how and when they will invoice and terms of payment;
- A written statement /evidence from HMRC; Employment Status Indicator (ESI) confirming the worker is registered as a self-employed worker, detailing the registration terms;
- A copy of their Unique Tax Reference Number (UTR);





- Evidence that they take responsibility for paying their tax and national insurance contributions;
- A copy of the appropriate liability insurance and indemnity cover documents;

Only once the proposed self-employed worker has shared relevant documents with you, should you consider contracting with them.

Details of the self-employed worker I am contracting with:

Name (Capitals).....

Job Title.....

Self-employed worker registration details.....their status

Address.....

.....

.....

Signature..... (self-employed worker)

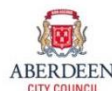
Date.....

Signature.....(Direct Payment Recipient)

Date.....

Signature.....(Legal representative-where applicable)

Date.....





Aberdeen City Health & Social Care Partnership

A caring partnership

Where you wish to use the services of self-employed worker funded by the direct payment, please send a copy of the Employment Status Indicator (ESI), Unique Tax Reference Number (UTR) and liability insurance to your practitioner who will keep a copy in your records.

Aberdeen City Council will not release money into the designated Direct Payments bank account until the documentation is received.

This form and documentary evidence should be returned to:

Practitioners Name.....

Address.....

.....

Postcode.....

To be returned by.....date

